



JEFFERSON COUNTY PLANNING DEPARTMENT
Courthouse
PO Box H
Boulder, MT 59632
(406) 225-4040

REQUEST FOR BOARD ACTION:

Type of Board Action Requested:

- Appeal order, requirement, decision or determination made by the Jefferson County Zoning Administrator
- Variance from the terms of the Zoning Resolution
- Application for a Conditional Use Permit or CUP

The following information must be submitted for consideration by the Board of Adjustment. Each request will require an application fee. See the Planning Department's adopted fee schedule for current fees.

Applicant: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Legal Description of Subject Property (Section, Township, Range):

Geocode: _____

General Description: _____

Address of Property: _____

Current Use of Property/Structure: _____

Reason of Request for Board Action: _____

Request for Board Action - Form BOA-1

Variance Request for: _____

Conditional Use Permit for: _____

Other evidence you wish to have consideration with this request (Attach additional information and exhibits as needed): _____

Request for Board of Adjustment action must be submitted to: **Jefferson County Zoning Administrator, P.O. Box H Boulder, Montana 59632. Requests must be submitted not less than 30 days prior to the meeting that the request is to be heard. Requests shall be specified on Form BOA-1, identifying action requested and grounds thereof. Any additional exhibits the applicant wishes to have considered will also have to be submitted with Form BOA-1.** Applicant authorizes Jefferson County representatives to conduct on-site inspections as warranted by the application, prior to regular meeting or hearing date with the Board of Adjustment.

Applicant Name: _____ Signature: _____

Applicant Name: _____ Signature: _____

Property Owner*: _____ Signature: _____

*If different from Applicant

Application accepted/reviewed Administrator: _____

Hearing Date/Location/Time: _____

I certify that under penalty of perjury that I am the (1) legal owner_____, (2) owner's legal agent_____, or (3) the lessee_____; and that the foregoing is true and correct.

Applicant Signature: _____ Date: _____

SITE PLAN: (REQUIRED FOR VARIANCE OR CONDITIONAL USE REVIEWS)

Items to include on site plans:

1. North arrow
2. Scale
3. Property boundaries and dimension
4. Easements, covenants, or other restrictions on property
5. Size and location of existing or proposed structures, and distances from structure(s) to parcel boundaries.
6. Locations of wells and drainfields on the property
7. Location of all utilities
8. Location of vehicular access, including roads and driveways to property
9. Other drawings, sketches or visual information you wish to have the Board consider in this request

ADDITIONAL ITEMS TO INCLUDE:

Include a narrative statement addressing the proposed project and any methods that will be used to mitigate for any impacts that the project may have on the public or adjacent properties.

Include floorplans for structures and exterior view plans that show the building height.

Narrative statement addressing the reason for the request and any methods for mitigating impacts to adjacent properties, public health and safety, the natural environment, etc.

Information on action taken by the Board of Adjustment and decisions relative to this application will be attached to the form BOA-1 and filed in the Jefferson County Courthouse, Boulder, Montana.